CORRECTIONS RULES of RESPONSIBILITY

105.1 POLICY

The Thurston County Sheriff's Office and Corrections Bureau Administration will set forth clear directives and expectations in the Sheriff's Office Policy Manual and the Corrections Bureau Policy and Procedures Manual, Post Orders, Directives, Memorandums, etc., indicating how members will conduct themselves on and off duty. Members will be responsible for being familiar with these expectations and understand that failure to comply with the rules and regulations will result in progressive discipline being administered.

105.2 GENERAL EXPECTATIONS

(a) Corrections Bureau members will be neat in appearance at all times. Uniforms will be worn and members will be groomed in accordance with Thurston County Sheriff's Office Policy Manual. OM 1023 and OM 1024

(b) Corrections Bureau members will report for duty alert and ready to deal with routine tasks as well as those of a more exigent nature. They will, at all times, be prepared to recognize and be proactive in resolving any situations that may lead to problems within the facility.

(c) Corrections Bureau members will be professional in the discharge of their duties and perform their assigned tasks efficiently, conscientiously, and completely. They will obey all legal directives, written or verbal, issued by their supervisors. No member shall obey a directive that is illegal. Any illegal directives should be reported through the chain of command. Members will be polite, patient, and courteous with superiors, peers, subordinates, contract staff, visitors, inmates, and the community.

(d) Corrections Bureau members reporting for duty will be responsible for reading their post electronic logs and any electronic mail messages (e-mail) at the beginning of their shift, or as soon as possible thereafter, and following through on any actions necessary.

(e) Corrections Bureau members will be responsible for reading and familiarizing themselves with the Thurston County Sheriff's Office Policy Manual and the Corrections Bureau Policy and Procedure Manual, as well as all Post Orders and Consistency Manuals of the TCCF, Correctional Options, and the Satellite Court Facility.

(f) Corrections Bureau members will not fraternize with any inmates.

105.2.1 PHONES

(a) Corrections Bureau members, with the exception of command staff, will not be permitted to use or have on their person cellular phones or other electronic devices in the secured areas of the Thurston County Corrections Facility (TCCF). This includes any area of the facility outside of the Administration area that is past the V-1 and W-1doors. The Chief Deputy of Corrections may grant exceptions.

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(b) When answering the telephone, Corrections Bureau members will be cognizant that this is the most common form of contact with the public and it is very important the caller is left with a favorable impression. Corrections Bureau staff will answer all outside calls politely and in a professional manner by stating the facility name or Thurston County Corrections, their rank or title, and their last name.

105.2.2 ELECTRONIC INMATE REQUEST FORMS (KITES)

A. All Inmate Electronic Request Forms (kites) will be reviewed by a Corrections Bureau member. The member will ensure there is no information contained within the kite that indicates a potential risk of threat or harm to any individual within the Corrections Bureau facilities or the facilities themselves. If indications of such harm are in the kite, the member will deal with the situation in as expedient a manner as safety and security will allow. If the contents are not of a nature that must be dealt with immediately a member will respond generally within 5 days.

B. Corrections Bureau staff shall not provide information from the jail management system (ATIMS) or other county-approved software systems with the inmate population without approval from a supervisor. Inmates should not be allowed to view this information via a computer screen or have this information printed out for them. Supervisors shall establish with staff what information is appropriate to share with the inmate population such as inmate release dates, bail amounts, etc.

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